



CONSTRUCTION CHANGE INITIAL SUBMITTAL CHECKLIST E-4

Development Services
Land Development Engineering
1635 Faraday Avenue
760-602-2750
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ Project Name _____
DWG No. _____ Permit No. _____ Project Engineer _____

- Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (*) must be completed by an appropriately licensed engineer.

Revision No.: _____ Revised Sheet No(s): _____

Type of revision(s) proposed:

_____grading _____street _____storm drain _____sewer, water, or reclaimed water
_____other: _____

THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.

- _____ 1. This submittal checklist
- _____ 2. Transmittal from engineer of work listing all items being submitted
- _____ 3. *Four sets of prints showing proposed redlined changes on city-approved plans, folded to 9" X 12"
- _____ 4. *Copy of supporting calculations/reports (if applicable)
- _____ 5. Fee
Minor Construction Change fee applies to a simple revision not requiring a review of calculations/reports, a review of the conditions of approval, or a determination of substantial conformance.
Major Construction Change fee applies to a revision involving complex changes to the plans and/or changes requiring a review of supporting documents.
- _____ 6. SWPPP, SWQMP, retaining wall calculations, etc. review fees (if applicable)
- _____ 7. Other: _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



CONSTRUCTION CHANGE RESUBMITTAL CHECKLIST E-4

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ DWG No. _____ Permit No. _____ Revision No. _____

Project Name _____

Plancher _____ Project Engineer _____

THIS SECTION TO BE COMPLETED BY THE PLANCHER

Plancher No. _____ PCE Initials _____ Date _____

- Items marked with an asterisk (*) must be completed by an appropriately licensed engineer.

THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:

- _____ 1. This resubmittal checklist
- _____ 2. Transmittal from engineer of work listing all items being submitted
- _____ 3. Copy of previous city transmittal letter
- _____ 4. All previous checkprints of plans, reports, and calculations, as applicable
- _____ 5. *Engineer's cost estimate
- _____ 6. * _____ sets of corrected prints of the plans folded to 9" X 12"
(Distribution: 1 planchecker, _____ CM&I, _____ other – dept.: _____)
- _____ 7. *Corrected copy of supporting calculations and reports
- _____ 8. Department comments: _____ CM&I, _____ Fire, _____ Planning, _____ Transportation,
_____ Streets, _____ Storm Drain, _____ Wastewater, _____ Water, _____ other – dept.: _____
(Distribution: to indicated departments)
- _____ 9. Other: _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY: _____ BY: _____ DATE: _____ DATE: _____



CONSTRUCTION CHANGE FINAL SUBMITTAL CHECKLIST E-4

Development Services
Land Development Engineering
1635 Faraday Avenue
760-602-2750
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ DWG No. _____ Permit No. _____ Revision No. _____

Project Name _____

Plancher _____ Project Engineer _____

- Items marked with an asterisk (*) must be completed by an appropriately licensed engineer.

The City of Carlsbad has approved this construction revision. Please return the following marked items within two weeks:

- _____ 1. This submittal checklist
- _____ 2. Transmittal from engineer of work listing all items being submitted
- _____ 3. Copy of previous city transmittal letter
- _____ 4. *One PDF of calculations and reports, signed and sealed, if applicable (see attached final submittal standards)
- _____ 5. Approved redlines
- _____ 6. *PDF's of the revised sheets, and/or replacement sheets, with all revisions clouded. All sheets to be electronically signed or initialed. (see attached final submittal standards)
- _____ 7. Department approvals: ____ CM&I, ____ Fire, ____ Planning, ____ Transportation, ____ Streets, ____ Storm Drain, ____ Wastewater, ____ Water, ____ other – dept.: _____
- _____ 8. Other: _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY: _____ **BY:** _____ **DATE:** _____ **DATE:** _____



Final Submittal Standards for Plans and Documents E-4

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Final Submittal Standards for Plans and Documents

- All plans shall be in a PDF format, with a graphic scale, and rotated so that the pages read upright.
- Plan Sheet Size – Standard size 24 inches x 36 inches – Landscape View
- Plans shall be combined into one complete set, no individual sheet submittals
- Export settings: maintain output scale; avoid “Fit to Page”.
- Save files in black and white
- Unlock and Flatten all drawings and reports. The markups list and layers should be cleared and empty.
- Vector content only. Scanned images are prohibited.
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Reports and other documents must be submitted as a separate PDF for each document type (e.g. calculations, specifications, reports, studies, etc.)
- Files may be submitted on a thumb drive or emailed to the Project Engineer. CD’s will not be accepted.